



Vacancy Announcement

(Announcement Number: 19-11)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Voucher Examiner at Office of Financial Management, under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates

POSITION: Voucher Examiner - FSNPSC-08

OPENING DATE: July 26, 2019

CLOSING DATE: August 9, 2019 – 5:00 P.M Kathmandu time

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION:

Serves as a Voucher Examiner for the USAID Mission to Nepal, reporting directly to the Chief Accountant in the Office of Financial Management. As a member of the Office of Financial Management Team, the incumbent examines a wide variety of complex and routine program and operating expense payment documents submitted to USAID/Nepal and resolves any issues discovered during the examination process, prepares audit computation and voucher processing checklist, records data in Phoenix and forwards to Authorized Certifying Officer (ACO) for final review and certification. The incumbent also maintains the filing system/Assist-Documentum for processed documents from Voucher Section.

REQUIRED QUALIFICATIONS:

a. Education:

Completion of an Intermediate degree (at least 12 years of education) in accounting, finance or business administration is required.

b. Prior Work Experience:

At least three to five years of progressively responsible experience in voucher examining, accounting or related fiscal work, of which two years should be in related work with USAID, the USG, NGOs, other donor organizations, or host-government organizations. Experience in an English-language work environment is required.

c. Post Entry Training:

On-the-job training in USAID organization and procedures, USAID financial management operations, regulations, and requirements, and in the variety of voucher forms, transmittal forms, liability and security, and reporting forms is required. Familiarization training in USG management practices, computer training will be provided. Other accounting courses, and

participation in regional and Washington-based-job-related training and workshops when available and subject to availability of funds.

d. Language Proficiency: List both English and host country language (s) proficiency requirements by level (II, II) and specialization (sp/read):

Must have Level IV English ability (fluent). Fluency in Nepali language is required.

e. Job Knowledge:

Thorough knowledge of professional accounting principles, payment procedures and reporting requirements is essential. A thorough knowledge of laws, regulations and procedures governing USAID financial accounting and management is preferred. Good operational knowledge is needed of Microsoft Office packages i.e. MS-Word and EXCEL.

f. Skills and Abilities:

Ability to work effectively as a team member within the payment section. Ability to take initiative and work independently to complete assigned voucher workload in a timely and accurate manner. Ability to compile and present detailed financial and related information in a concise and professional manner. Excellent time management and interpersonal skills are critical in order to carry out a varied workload.

A detailed job description for the position can be obtained by visiting USAID/Nepal's website at <http://www.usaid.gov/nepal/careers> or by requesting USAID/Nepal's Human Resources Office (USAIDNepalHR@usaid.gov).

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the detailed job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may also be sent electronically to: USAIDNepalHR@usaid.gov.

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.

CLEARED: OFM:MLaird
CLEARED: A D/DIR:MDriver
APPROVED: EXO: SPhillips

DRAFTED: HR: MSitaula